

4-17-1995

Resolution on Proposal on Revision of Program: School District Administrator

The College at Brockport, College Senate

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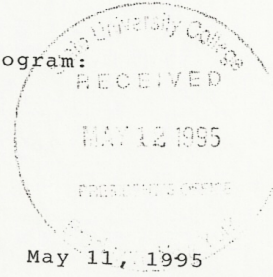
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Resolution #18 1994-95

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on April 17, 1995
(Date)

RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)
For your information

SUBJECT: Resolution on Proposal on Revision of Program:
School District Administrator



Signed John E. Van de Wetering
(For the Senate)

Date Sent May 11, 1995

TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution
a. Accepted. Effective Date Jan 95
b. Deferred for discussion with the Faculty Senate
on _____
c. Unacceptable for the reasons contained in the
attached explanation

II, III.

- a. Received and acknowledged
- b. Comment:

DISTRIBUTION: For full resolution, Call Faculty Senate. Cover page to attached list.

Distribution Date 5/17/95 Signed: John E. Van de Wetering
(President of the College)

STATE UNIVERSITY OF NEW YORK COLLEGE AT BROCKPORT
DEPARTMENT OF EDUCATIONAL ADMINISTRATION

A PROPOSAL FOR THE REVISION OF THE PROGRAM
ADDING A NEW OPTION FOR SDA: SCHOOL DISTRICT ADMINISTRATOR

B. New Option in an Existing Program

1. Academic Rationale for the Changes

The current program in Educational Administration is registered with the SED (State Education Department) and satisfies requirements for New York State certification in the areas of both the SAS (School Administrator Supervisor) and the SDA (School District Administrator). However, to date, the department has focused its efforts entirely on the SAS. Graduates of the program are recommended to the SED for the SAS certification. Graduates have been required to apply for the SDA on their own through the transcript evaluation certification process.

Because of increased demand for central office certification by students who have no intention of serving at the building level (SAS certification), we are adding an option specifically designed to prepare central office personnel (SDA certification). Although SED currently makes no distinction between coursework or internship experiences for the two certificates, our department will clearly distinguish between the two. Either option will still fulfill requirements for both the SAS and the SDA; however, students will have an opportunity to focus their preparation program on specific career goals and competencies.

Changes in certification regulations have been pending for some time. These proposed changes include distinctions and testing requirements that are consistent with this proposal. If the changes in certification are enacted, we will be in a better position than any other program to offer the appropriate preparation for our service area. Although it is not required at this time, we have mapped specific competency development and anticipated testing into each program option.

2. Evidence of Demand for the New Option

The Department of Educational Administration currently has an enrollment of 540 students. Eighty percent (80%) of our students have Master's degrees. Ten percent (10%) of our student population indicates a preference for SDA positions.

3. Potential Clientele

Our clientele will be drawn from our current pool. We intend to offer a more focused preparation for central office positions.

4-6. Requirements

There are no changes in requirements.

7. Academic administration commentary

- a. See attached letter from the Dean of the School of Professions
- b. See attached letter from the Department Chair, Educational Administration.

8. Resources, facilities and non-teaching staff needed to implement the program

- a. See attached statement of review and comment from Drake Memorial Library.
- b. See attached statement of review and comment from Academic Computing Services.

9. Course Descriptions

Revised Courses:

EDA 653: Site Management (3 cr.)

Site is defined as a discrete unit with varying amounts of autonomy, accountability and responsibility, e.g., building or department. Site management focuses on the management of personnel, students, resources, scheduling, facilities and programs within the unit including policy implementation, assessment and long-term planning.

EDA 871: Legal Basis of Education (3 cr.)

Study of laws, judicial decisions, and constitutional provisions related to education. Major emphasis is placed on ethical behavior, church-state relationships, tort liability, students rights including pupils with handicapping conditions, affirmative action, equity and diversity issues, contract administration and teacher rights and responsibilities.

New Courses:

EDA 694: Resource Management (3 cr.)

Study of resource management including human resource issues, budgeting theories and practices at the building/department level. Includes issues in staff recruitment, selection, budget administration, and function/object coding; determining local needs and constraints.

EDA 840: System Theory and Management (3 cr.)

Prerequisites: EDA 600 and EDA 653. Emphasizes the gestalt of school district administration to facilitate the articulation and communication of system visions. Covers General Systems Theory, the role of politics and marketing, and change theories and practices. Includes the development of policy/regulations and implementation.

EDA 841: Fiscal Management (3 cr.)

Prerequisite: EDA 694. Focuses on district-level financial concerns. Budget development and analysis issues include budget development politics, management of fund balance, marketing the district budget, and long-range financial planning. Finance topics include understanding and calculating the local tax levy and rate, understanding state aid conceptual formulas (percentage equalization, power equalization, etc.) and New York State aid formulas, federal aid, state aid to non-public schools, and cash management.

EDA 842: Advanced Legal Issues (3 cr.)

Prerequisite: EDA 871. Covers legal issues that confront the superintendent in administration of schools, including the use of the school attorney, ethical issues, Family Leave Act, and Americans with Disabilities Act, School Board procedures, elections, and open meetings law.

EDA 843: Advanced Personnel Management (3 cr.)

Prerequisite: EDA 694. Emphasizes personnel issues which face the central office, including contract negotiations (including models of collective bargaining, negotiations practices, and calculation of employee salary schedules), contract administration (including grievance response), discipline and dismissal of employees (Sec. 3020-a and Sec. 75), and reductions in force.

EDA 844: Instructional Management (3 cr.)

Prerequisites: EDA 600, 653, 678, 840. Prepares the student to analyze the instructional program from a district-wide perspective and to make sound decisions regarding curriculum development and implementation.

EDA 899: Internship in Central Office (6 cr.)

Prerequisites: Matriculation in the SDA Option of the EDA Program by the closing date for application; completion of all SDA courses prior to the starting date of the internship.
A field experience to be undertaken in central office under the

direction of the superintendent of schools and the mentorship of a department faculty member. Also includes a 37.5 hour class focusing on knowledge about supervision of the following central office roles: director of personnel, school business administrator, director of curriculum, director of pupil personnel services, superintendent of buildings and grounds, director of transportation, and director of cafeteria operations. Requires the student to successfully complete the field experience, attend all classes, submit required class assignments and complete the SDA portfolio in a satisfactory manner.

10. Sequence of courses

The course of study to complete SDA requirements will be offered in a cohort group format to ensure students the opportunity to complete the program. See attached cycle schedule.

11. Staffing

- a. Current staff is sufficient in number and expertise to deliver the proposed modifications in program.
- b. There is no need for new staff.

12. Letters of support from cooperating departments, agencies, institutions, etc. including a statement of probable/likely impact on departments

There is no change or impact on other departments, agencies or institutions.

13. Competition the program has from other Rochester colleges

The proposed changes do not change the status of our program in relationship to the competing programs in the Rochester area. The University of Rochester offers SDA preparation. The State University College at Oswego has announced that they will begin to offer their program in our service area. Their program is not registered as approved to offer SDA certification. The proposed changes in our program will make our program more competitive as we are challenged for clientele.

STATE UNIVERSITY OF NEW YORK COLLEGE AT BROCKPORT
DEPARTMENT OF EDUCATIONAL ADMINISTRATION

EXISTING AND PROPOSED OPTIONS
COURSES OF STUDY FOR STUDENTS ENTERING THE PROGRAM WITH NO MASTER'S DEGREE

CAS IN EDUCATIONAL ADMINISTRATION
LEADING TO SAS (EXISTING OPTION)

CAS IN EDUCATIONAL ADMINISTRATION
LEADING TO SDA (NEW OPTION)

(COURSES ADDED OR MODIFIED IN BOLD)

	M.S.
EDA 600 FOUNDATIONS	6
EDA 653 SITE MANAGEMENT	3
EDA 678 SUPERVISION	3
EDA 691 BUDGETING	3
EDA 871 LEGAL BASIS OF EDUCATION	3
EDI 603 OR 685 RESEARCH COURSE	3
EDI 602 OR 604 CURRICULUM COURSE	3
ELECTIVE OUTSIDE EDUCATION	3
ELECTIVE OUTSIDE EDUCATION	3
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	M.S.
EDA 600 FOUNDATIONS	6
EDA 653 SITE MANAGEMENT	3
EDA 678 SUPERVISION	3
EDA 694 RESOURCE MANAGEMENT	3
EDA 871 LEGAL BASIS OF EDUCATION	3
EDI 603 OR 685 RESEARCH COURSE	3
EDI 602 OR 604 CURRICULUM COURSE	3
ELECTIVE OUTSIDE EDUCATION	3
ELECTIVE OUTSIDE EDUCATION	3
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POST M.S. (CAS)

EDA 885 PRACTICUM	3
EDA 888 INTERNSHIP	6
EDA ELECTIVE	3
EDA ELECTIVE	3
EDA ELECTIVE	3
FREE ELECTIVES	12
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POST M.S. (CAS)

EDA 885 PRACTICUM	3
EDA 899 CENTRAL OFFICE INTERNSHIP	6
EDA 840 SYSTEMS THEORY & MGMT	3
EDA 841 FISCAL MANAGEMENT	3
EDA 842 ADVANCED LEGAL ISSUES	3
EDA 843 ADVANCED PERSONNEL MGMT	3
EDA 844 INSTRUCTIONAL MANAGEMENT	3
FREE ELECTIVES	6
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COURSES OF STUDY FOR STUDENTS ENTERING THE PROGRAM WITH AN EARNED MASTER'S DEGREE

CAS IN EDUCATIONAL ADMINISTRATION LEADING TO SAS (EXISTING OPTION)

EDA 600 FOUNDATIONS	6
EDA 653 SITE MANAGEMENT	3
EDA 678 SUPERVISION	3
EDA 691 BUDGETING	3
EDA 871 LEGAL BASIS OF EDUCATION	3
EDA 885 PRACTICUM	3
EDA 888 INTERNSHIP	6
EDA ELECTIVE	3
EDA ELECTIVE	3
EDA ELECTIVE	3

CREDIT FOR EARNED MASTER'S: 24

60

CAS IN EDUCATIONAL ADMINISTRATION LEADING TO SDA (NEW OPTION)

(COURSES ADDED OR MODIFIED IN BOLD)

EDA 600 FOUNDATIONS	6
EDA 653 SITE MANAGEMENT	3
EDA 678 SUPERVISION	3
EDA 694 RESOURCE MANAGEMENT	3
EDA 871 LEGAL BASIS OF EDUCATION	3
EDA 885 PRACTICUM	3
EDA 899 CENTRAL OFFICE INTERNSHIP	6
EDA 840 SYSTEMS THEORY & MGMT	3
EDA 841 FISCAL MANAGEMENT	3
EDA 842 ADVANCED LEGAL ISSUES	3
EDA 843 ADVANCED PERSONNEL MGMT	3
EDA 844 INSTRUCTIONAL MANAGEMENT	3

CREDIT FOR EARNED MASTER'S: 18

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DEPARTMENT OF EDUCATIONAL ADMINISTRATION
CYCLE FORMAT LAYOUT FOR NEW SDA OPTION

COURSE LOCATION: VICTOR HIGH SCHOOL, VICTOR, NY

SPRING 1996:	EDA 600: FOUNDATIONS OF EDUCATIONAL LEADERSHIP
FALL 1996:	EDA 653: SITE MANAGEMENT EDA 871: LEGAL BASIS OF EDUCATION
SPRING 1997:	EDA 678: CLINICAL SUPERVISION EDA 694: RESOURCE MANAGEMENT
FALL 1997:	EDA 840: SYSTEMS THEORY AND MANAGEMENT EDA 841: FISCAL MANAGEMENT
SPRING 1998:	EDA 842: ADVANCED LEGAL ISSUES EDA 843: ADVANCED PERSONNEL MANAGEMENT
FALL 1998:	EDA 844: INSTRUCTIONAL MANAGEMENT EDA 885: PRACTICUM IN EDUCATIONAL LEADERSHIP
SPRING 1999:	EDA 899: CENTRAL OFFICE INTERNSHIP

COURSES WILL BE OFFERED IN WEEKEND FORMAT: FRIDAYS - 4:30-8:00 P.M.
 SATURDAYS - 9:00 A.M.-4:30 P.M.

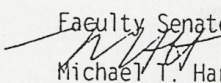
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EDA PROGRAM REVISIONS
SDAOPTION.NEW

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
State University of New York
College at Brockport
350 New Campus Drive
Brockport, New York 14420-2957

Dean, School of Professions
(716) 395-2510

December 16, 1994

To: Faculty Senate Graduate Policies Committee
From:  Michael T. Harter, Dean
School of Professions

I have reviewed and endorse the proposal for adding an option to the existing Educational Administration program that leads to SDA (School District Administrator) certification.

xc:  Dr. Donald Nelson-Nasca
Dr. Ann Schneider

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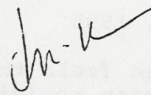
BROCKPORT

State University of New York
College at Brockport
350 New Campus Drive
Brockport, New York 14420-2959
Department of Educational Administration
(716) 395-2661 • FAX: (716) 395-2172

January 24, 1995

To: Faculty Senate Graduate Policies Committee

From: Donald Nelson-Nasca, Chairperson
Educational Administration



A new option in the Educational Administration Program focusing specifically on Central Office positions leading to certification as a School District Administrator (SDA) is being proposed. Although graduates of Brockport's existing program are eligible for this certificate, the State Education Department does not differentiate between preparation for building level (our current emphasis) and central office administrative positions. The two roles are significantly different and because we have a population of students interested only in central office employment, we feel it essential to offer a program dedicated to that goal.

We propose introducing the option to a cohort group in the Spring of 1996. The option will be staffed with existing faculty and will replace one of the cycles currently dedicated to our building level administrator (School Administrator Supervisor - SAS) population.

Our administrator preparation program is registered with, and has been approved by the State Education Department for both the SAS and SDA certificates.

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BROCKPORT

State University of New York
College at Brockport
Brockport, New York 14420
Drake Memorial Library

To: Sue Kenworthy, Department of Educational Administration
From: Collection Development Committee - Drake Memorial Library
Re: Proposal for revision of Educational Administration Program
Date: January 10, 1995

The Committee feels that the current library holdings fully support this program revision. Attached are the data that substantiate its recommendation.

If there are any questions contact Judy Jennejahn -2151.

BROCKPORT

State University of New York
College at Brockport
Brockport, New York 14420
Academic Computing Services
FAX: (716) 395-2246

December 19, 1994

Dr. Bill Rock
Chair, Graduate Curriculum
and Research Policies Committee

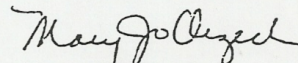
Dear Dr. Rock:

This letter is sent regarding Educational Administration's intent to offer School District Administration (SDA) as an addition to their curriculum.

The majority of Educational Administration classes are taught off-campus and are not computer-intensive courses.

Dr. Kehoe has consulted with Academic Computing Services and we do not foresee any impact on Academic Computing resources at this time. Academic Computing Services supports the Educational Administration program in their efforts.

Sincerely,



Mary Jo Orzech
Director
Academic Computing Services

MJO/ms

copy: Sharon Kehoe

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